

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:00 p.m. on Monday, December 13, 2010 at the Katy Geissert Civic Center Library.

2. ROLL CALL

Present: Commissioners Ravine, Ross, Sargent, Sheldon, Stapleton, Wasserman, and Chairperson Gerber.

Absent: None.

Also Present: City Librarian Weiner and Principal Librarian Theyer.

3. FLAG SALUTE

Commissioner Stapleton led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

4a. MINUTES OF OCTOBER 11, 2010 LIBRARY COMMISSION MEETING

Commissioner Stapleton requested that the following be added to the minutes: Page 3, Item 5f, "It was noted that Commissioners Ross, Sargent, Stapleton, and Wasserman attended the Open House on September 16, 2010."

MOTION: Commissioner Sargent moved for the approval of the October 11, 2010 meeting minutes as amended. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval.

5. NEW BUSINESS

5a. FRIENDS OF THE TORRANCE LIBRARY UPDATE

City Librarian Weiner announced that Internet book sales totaled \$3,186 in November 2010. She was pleased to report that Friends voted to approve a proposal for youth programming for calendar year 2011 that includes Summer Reading Program as well as software created for mobile "smart" phones as a pilot program for approximately two years.

5b. YOUTH COUNCIL UPDATE

The Commission welcomed Torrance Youth Council Chairperson Andy Tsou who discussed the December 11, 2010 Winter Boutique and plans for upcoming events that include two volunteer events with middle schools to weed City parks, Youth Forum "Speak to Inspire" in February, Talent Show on February 14, and Beat the Odds.

5c. CLA CONFERENCE DEBRIEFING

Chairperson Gerber noted that Principal Librarian Theyer's report regarding the California Library Association (CLA) Conference in Sacramento from November 12-15, 2010 was included in agenda materials.

Principal Librarian Theyer reported that the joint Conference with California School Library Association was interesting and workshops were informative although attendance was down. She noted that CLA has used its reserves for two years in a row but is still making plans for the November 11-15, 2011 Conference in the City of Pasadena.

City Librarian Weiner added that CLA is looking at other alternatives to train people and bring them together such as teleconferencing.

In response to Commissioner Sheldon's inquiry, Principal Librarian Theyer explained that community collections are pockets of people with focused needs who cannot be reached. She discussed her goal to establish Library collections on site at preschools, mobile home parks, Bartlett Center, and retirement facilities that could be rotated.

Commissioners expressed interest in discussing community collections as a possible Work Plan goal.

Chairperson Gerber welcomed guest Tim Goodrich.

5d. CITY BUDGET UPDATE

City Librarian Weiner reported that City Council is in the process of undergoing the first quarter budget review and that the Finance and Governmental Operations Committee of the City Council will be considering the Library's proposed reorganization on December 14, 2010. She expressed hope that the Committee will accept the Library's proposal to create a second Principal Librarian position in charge of internal operations. She noted that, if approved, the recommendation would probably be considered by City Council on January 11, 2011 and encouraged Commissioners to attend.

6. UNFINISHED BUSINESS

6a. DRAFT OF COMMISSION 'GOALS' DOCUMENT

It was decided to continue discussion of Commission goals at the January 10, 2011 Commission meeting.

6a.1 EDUCATION ENRICHMENT DELEGATE OR COMMITTEE

Commissioner Wasserman presented a proposal to establish a subcommittee rather than one delegate to interface and communicate with Torrance Unified School District (TUSD), to assist with its current policy-making process and meetings with the City.

In response to Commissioner Stapleton's inquiry regarding TUSD policy, City Librarian Weiner explained that so far the quarterly Citizen Development and Enrichment Committee meetings have consisted of a few City Council members, TUSD board members, school administrators, and City staff that includes Library representation. She noted that many ideas are considered at the meetings, not just the Library. She stated that there is a "disconnect" because the people who are actually going to do the work do not attend the meetings. Discussion centered on the City's Strategic Plan, how school principals work independently, the different functions of school and public libraries, how the Youth Services Supervisor interacts with schools, and the lack of understanding at the lower level in implementing ideas. City Librarian Weiner emphasized the need for realistic ideas and more structure, noting that the Commission's interest and participation are welcome.

MOTION: Commissioner Stapleton moved to establish an Education and School Relations Committee of two or three Commissioners who attend Citizen Development and Enrichment Committee meetings and related events and report back to the Library Commission. Commissioner Wasserman seconded the motion; a voice vote reflected unanimous approval.

MOTION: Commissioner Ross moved to appoint Commissioners Wasserman, Sargent, and Ravine to the Education and School Relations Committee. Commissioner Stapleton seconded the motion; a voice vote reflected unanimous approval.

6b. PROPOSED SCHEDULE OF COMMISSION MEETINGS TO BE HELD AT THE BRANCH LIBRARIES IN 2011

City Librarian Weiner presented a proposed schedule for Library Commission meetings to convene at branch libraries in 2011. She noted that the proposed branch visits would be complete before Summer Reading Program begins.

Commissioner Ravine initiated a brief discussion about spacing out the visits throughout the year instead of having them over five consecutive months.

Principal Librarian Theyer stated that she could lock up the facilities if there is Commission business that needs to be taken care of and they need to stay late.

MOTION: Commissioner Wasserman moved to approve as presented the schedule for Library Commission meetings at branch libraries in 2011; Commissioner Sargent seconded the motion. The motion passed on a 5-2 roll call vote (Commissioners Ross and Ravine opposing).

7. STANDING COMMISSION COMMITTEE REPORTS

7a. TORRANCE PUBLIC LIBRARY FOUNDATION

City Librarian Weiner reported that the Foundation met in November 2010 and members decided not to disband even though they do not have an active campaign going on.

7b. SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC)

City Librarian Weiner reported that SCLC hosted a Strategic Planning workshop in September 2010 and it was decided to focus on staff development and internships, deliveries from one library to another, and technology leadership. She mentioned that SCLC is now producing a monthly newsletter on their website and that Camarillo Library requested to join. She distributed and discussed "California Library Statistics 2010" from the California State Library that bands libraries by size and population.

8. MONTHLY DEPARTMENT REPORT

8a. City Librarian Weiner announced her retirement effective December 30, 2010 and Commissioners were invited to attend a reception in her honor on December 14, 2010. She expressed her appreciation to Commissioners for being Library advocates, for their help and support, and making her job as City Librarian so much easier.

8b. City Librarian Weiner reported that Frequently Asked Questions arranged by topic are now on the Library website.

8c. City Librarian Weiner reported that Microsoft Office has been installed on all public access computers at all Libraries, that Wayfinder should be operational in two weeks, and that they are in the process of updating the donor wall in the Katy Geissert foyer.

8d. Principal Librarian Theyer thanked Commissioners Ravine and Ross for participating in the volunteer photography event which will appear in the spring Seasons.

9. ORAL COMMUNICATIONS

9a. Each of the Commissioners, as well as Tim Goodrich and Andy Tsou, offered their regrets that City Librarian Weiner is leaving, expressed how greatly missed she will be missed, commended her for her wealth of knowledge, leadership, and professionalism, and thanked her for her "open door" policy.

9b. Commissioner Sargent shared information about her trip to England last month and distributed a brochure about an Elizabeth Gaskell exhibition she attended.

9c. Commissioner Stapleton discussed her visit to Cape Code and a program of having young children read to dogs in the library.

9d. Commissioner Stapleton suggested utilizing the Library meeting room more during the day, perhaps as a reading room.

9e. City Librarian Weiner distributed information about the Museum and Library Services Act.

9f. Commissioners and staff wished each other a happy holiday season.

9g. In response to Commissioner Stapleton's inquiry, staff explained how private donations for a community collection could be held in a trust fund until used.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the January 2011 Library Commission meeting agenda were listed and include: Friends, Foundation, SCLS, Youth Council, Commission goals, budget/consolidation update, Day in the District, Education and School Relations Committee, community collection, and Youth Services collection development policy.

11. ADJOURNMENT

MOTION: At 8:53 p.m., Commissioner Ross moved to adjourn the meeting to Monday, January 10, 2011 at the Katy Geissert Civic Center Library, at 7:00 p.m. Commissioner Stapleton seconded the motion and, hearing no objection, Chairperson Gerber so ordered.

Approved as Amended January 10, 2011 s/ Sue Herbers, City Clerk
